

State of Arizona
OCCUPATIONAL HEALTH SERVICES

CANDIDATE INSTRUCTIONS FOR POST-OFFER MEDICAL/PHYSICAL EXAM

You are required to undergo a physical examination following a conditional offer of employment contingent upon your passing this examination. The exam will be scheduled, evaluated and paid for by the State.

Only information about your ability to perform the essential functions of the job will be given to the hiring authority. If restrictions or limitations are imposed as a result of your medical examination or if reasonable accommodation for restrictions must be considered, this information may be given to the hiring supervisor with your signed release. Results of your examination(s) will be kept in locked files, separate from your personnel files, in the Occupational Health Services (OHS) offices. No medical information is given to the hiring supervisor without your written permission. You should NOT discuss your medical issues with anyone except OHS nursing personnel during the hiring process.

Your exam appointment date, time and location will be scheduled for you by OHS. Call OHS at **542-3481** or **(800) 253-4392 (message only)**, between 8:00 A.M. and 5:00 P.M., Monday through Friday to receive appointment information. **You should write appointment information on the next page in the spaces provided.** Voice messages will be returned the same day. Your timely cooperation is essential. **YOUR EXAM MUST BE COMPLETED AND AN OHS RELEASE GIVEN TO THE HIRING AUTHORITY BEFORE YOU ARE ALLOWED TO REPORT TO WORK.**

WHEN YOU GO FOR YOUR EXAM, BRING THE FOLLOWING ITEMS WITH YOU:

- picture I.D.
- copy of your immunization history if available. Know the date of your last tetanus booster, TB skin test and the result, if you have had one, and the date you completed the series of 3 Hepatitis B shots.
- wear or bring your hearing aids
- wear or bring your eyeglasses or contact lenses and your reading glasses
- comfortable, loose clothing, and tennis shoes (if having a lifting evaluation)
- If you were born in another country and were given BCG vaccine for TB you must provide OHS with a recent chest x-ray report or TB evaluation report before you can be cleared for work. Ask the clinic to fax this document to OHS with your exam.

FAILURE TO BRING THESE ITEMS MAY DELAY YOUR HIRE DATE!

Be at the clinic or physician's office at least 15 minutes before your scheduled exam time in order to complete the necessary forms. **If you are unable to attend your scheduled appointment, you must inform OHS immediately. Call the # shown above. DO NOT CALL THE CLINIC TO RESCHEDULE.**

You must inform the hiring supervisor if you are unable to attend your scheduled appointment; name and telephone number are shown at the bottom of the POST-OFFER PHYSICAL EXAM CHECKLIST on the next page.

POST-OFFER PHYSICAL EXAM CHECKLIST

(Hiring supervisor to complete #1 or #2 and #4 - 5 before giving to candidate)

1. _____ **This exam is PRIORITY.** An appointment date, time and location will be scheduled for you by Occupational Health Services. You are expected to be there at the time given to you by OHS.

2. _____ **This exam is NON-PRIORITY.** When you telephone OHS, know your schedule for the next three days. You will be asked if you want to go to a clinic near your home or your work, and what time of day is best for you.

3. Clinic name _____

Clinic location/directions _____

Clinic telephone number _____

Appointment date _____ Time _____

You should allow 2 – 3 hours at the clinic for completion of all portions of your exam. You will be going to an occupational medical clinic which also treats work injuries, which are a priority, and may be seen before you even though you have an appointment. **DO NOT TAKE CHILDREN TO THE CLINIC WITH YOU!**

PLEASE NOTE: You will be contacted by the Occupational Health Nurse if there are any problems concerning your exam. You may need to make a doctor's appointment for certain issues, but the nurse will advise you. We do not want to delay releasing you to start your job, but occasionally delays do occur. Examples of delays may include: the need for additional medical information, needing additional blood work, problems with blood pressure, problems with blood sugar, etc. The nurse will work closely with you to resolve these issues.

YOUR MEDICAL INFORMATION IS CONFIDENTIAL. You should not tell the hiring supervisor or agency representative any specific medical information, and they should not ask you. They will be told only the status of the exam and when it is expected to be completed.

It is important that you provide a phone # where you may be contacted. If you have a problem receiving phone messages, please inform the hiring supervisor and OHS staff in order that a communications plan may be established. This is important to the timely completion of your exam.

4. Hiring supervisor's name _____ Telephone _____

5. Job classification title: _____